



Rosslyn Heights East Unit Owners Assn.
Arlington, Va.
www.rosslynheightseast.com

NOTICE OF ANNUAL UNIT OWNERS ASSOCIATION MEETING

TO: Unit Owners, Rosslyn Heights East, A Condominium
FROM: The Board of Directors

The Annual Meeting of the Unit Owners Association of Rosslyn Heights, East, A Condominium, will be held by video/audio conferencing (via Zoom) at **7 p.m. Tuesday, Oct. 22, 2024**, pursuant to Article II of the Association's Bylaws. To attend:

Please type the following link into a browser to join the meeting: **<https://tinyurl.com/mv7pxz4f>**. Meeting ID: **884 1034 7174**; Passcode: **828683**. [Note: To test your audio and video with Zoom, go to zoom.us/test.]

To attend by phone (audio-only), dial one of these numbers:

+1 301 715 8592 US (Washington DC)	+1 669 900 6833 US (San Jose)
+1 929 436 2866 US (New York)	+1 253 215 8782 US (Tacoma)
+1 312 626 6799 US (Chicago)	+1 346 248 7799 US (Houston)

Find your local number: <https://us02web.zoom.us/j/kqvnU8UnF>

[NOTE: For your convenience, unit owners also may ask the Board to email the Zoom link for attending the annual meeting. Please email a request with your unit's address and unit number to rosslynheightseast@hotmail.com by 8 pm Monday, Oct. 21.]

Any owner needing to conduct business with the association at the meeting who cannot (or desires not to) conduct business by electronic means must notify the RHE Board in writing of such circumstances at least 10 days before the meeting so a reasonable alternative can be discussed and made available. A reasonable alternative may be for the owner to attend by proxy or submit comments in advance.

ORDER OF BUSINESS

- a) Roll Call
- b) Proof of Notice of Meeting
- c) Reading of Minutes of Preceding Meeting
- d) Reports of Officers and Board of Directors
- e) Report of Management Agent
- f) Election or Appointment of Inspectors of Election
- g) Election of Member(s) of the Board of Directors
- h) Unfinished Business
- i) New Business (including unit-owner comments and questions)
- j) Adjournment

Enclosed with this Notice of Meeting are the following items:

1. Instructions for Completing the Proxy Form
2. 2024 Annual Meeting Proxy Form
3. Minutes of the 2023 Annual Meeting for approval by unit owners.

INSTRUCTIONS FOR COMPLETING THE PROXY FORM

PLEASE USE THE FOLLOWING PROXY FORM ONLY IF YOU WILL NOT ATTEND THE ANNUAL MEETING. (Note: Only one proxy is allowed per unit.) The proxy may be revoked only by actual notice to the person presiding over the Annual Meeting.

1. Fill in the name of the person you wish to designate as your proxy. You may designate one of the Board members listed below or any unit owner who will attend the Annual Meeting:
 - Michael Myers, President (Bldg. 1222, #8)
 - Andrea Righi, Vice President (Bldg. 1220, #4)
 - Allie Ditzel, Member at Large (Bldg. 1224, #21)
 - Jim Frogue, Member at Large (Bldg. 1222, #18)
2. Sign and date the proxy form (no witness required).
3. Return the proxy form to the RHE Board at:

Email: TGonzalez@ghacm.com

or

Fax: Taylor Gonzalez at 703-876-9594

or

by mail at:

Gates Hudson Community Management

3020 Hamaker Court, STE 300

Fairfax, VA 22031-2220

Phone: 703-752-8300

4. Proxies must be received by 1:00 p.m. Eastern Time on the day of the Annual Meeting.



Rosslyn Heights East Unit Owners Assn.
Arlington, Va.
www.rosslynheightseast.com

ANNUAL MEETING PROXY FORM

I/We the undersigned do hereby constitute and appoint _____
(name of proxy recipient)

the true and lawful attorney of the undersigned and in the undersigned name and stead, to vote as proxy upon all of the interest of the undersigned in Rosslyn Heights, East, A Condominium, owned by the undersigned or standing in the undersigned name on the books of the Condominium as of the date of the Annual Meeting of the Unit Owners Association to be held by audio/video teleconferencing at **7:00 pm, Tuesday, Oct. 22, 2024**, or at any adjournment thereof, for the following purposes:

- 1. Election of three members to the Board of Directors (for two three-year terms and the third year of a three-year term).
- 2. Transaction of such other business as may properly come before the meeting or any adjournment of the meeting.

IN WITNESS WHEREOF, the undersigned has executed this document on the _____ day of _____, 2024.

(Print Name of Unit Owner)

(Signature of Unit Owner)

_____ North Meade Street, Unit Number _____

WHOM YOU MAY DESIGNATE AS YOUR PROXY

You may designate as your proxy any member of the Board of Directors or any unit owner who will attend the Annual Meeting by audio/video teleconference. The Board of Directors is composed of the following members (with units owned):

Michael Myers, President (Bldg. 1222, #8); Andrea Righi, Vice President (Bldg. 1220, #4); Allie Ditzel, Member at Large (Bldg. 1224, #21); Jim Frogue, Member at Large (Bldg. 1222, #18).

Proxies must be received by 1:00 p.m. Eastern Time on the day of the Annual Meeting.

Email to: TGonzalez@ghacm.com

Or

Fax to: Taylor Gonzalez at 703-876-9594



Rosslyn Heights East Unit Owners Assn.
www.rosslynheightseast.com
Minutes, Annual Meeting
October 24, 2023
by audio/video conferencing

Present: Mike Myers, president; Andrea Righi, vice president; Richard Hadley, secretary; Allie Ditzel, member-at-large; Paul Genebroso, property manager, Gates Hudson Community Management (GHCM); 10 proxies, and 12 attending owners via Zoom.

1. **President's Remarks:** Mr. Myers welcomed unit owners and thanked them for attending the meeting via the Zoom audio/video conferencing service and thanked those who sent proxies because they could not join the meeting. Gates Hudson mailed the official notice of the annual meeting to unit owners on Sept. 26, well ahead of the 21-day notice deadline.
2. **Quorum:** The combined voting interest of owners attending and those whose proxies were recorded constituted a 39.36% voting interest of the Unit Owners Association, more than the Bylaw's quorum requirement of 33.33%, Mr. Genebroso reported.
3. **Minutes:** Reading of the Oct. 25, 2022, annual Unit Owners Association meeting minutes was waived; copies were mailed to all unit owners with the annual meeting notice. On a motion by Ms. Ditzel, the 2022 annual meeting minutes were approved without change.
4. **President's State of the Condominium Address:** Mr. Myers reported:
 - **Ownership mix:** Of RHE's 56 units, 30 are investor-owned and 26 are owner-occupied for a 54% to 46% renter-to-owner ratio, a five-percentage point increase in owner-occupied units over the previous year, Mr. Myers noted. At the time of the 2022 annual meeting, the count was 33 to 23 units (59% to 41% ratio).
 - **Property manager:** Mr. Myers welcomed back Paul Genebroso as GHCM's property manager for RHE. He previously served as property manager from January 2017 to August 2021. He was succeeded by Meera Genebroso (his wife) "who did a wonderful job," Mr. Myers said, but recently moved on to another company.
 - **Board meetings:** Unit owners are welcome to attend Board meetings, which are held through the Zoom audio/video conferencing service, Mr. Myers said. Generally, the Board meets every six weeks or so. The date of the next meeting is in the previous meeting's minutes mailed to unit owners and posted on the RHE website (www.rosslynheightseast.com). By noon of the day of the meeting, owners should email rosslynheightseast@hotmail.com that they want to attend so a meeting link and agenda can be sent to them.
 - **AC and heat:** The Board plans to keep the air conditioning system on until the second half of November, depending on temperature trends. The boiler system, which operates separately from the AC system, provides domestic hot water year-round and heats water for the radiators automatically when the outside temperature drops below 56 degrees. If residents feel they aren't receiving sufficient heat, they should first check the stairwell radiators to see if they are warm, Mr. Myers said. If they are, the unit's radiators may need the air bled out of them.
 - **1222 chiller:** The Board is looking into replacement this winter of the chiller that serves units in the 1220-1222-1224 stairwells. The Board has had a series of "Band-Aids" applied in recent

years to keep the chiller, installed in 2001, operating, Mr. Myers said. Starting Nov. 1, the Board will have a new company, Capps Mechanical of Huntingtown, Md., performing maintenance and repairs on the chiller.

- **1222 boiler room flooding:** In July, the Board had a new rainwater management system installed behind the 1220 and 1222 stairwells and curving around to N. Meade St. The system includes about 142 feet of drains beneath a new flagstone path and a new sidewalk with two new stairs going to the 1222 boiler room stairwell. So far, the system has kept the boiler room dry during the few rains this summer. In July 2019, a four-inch downpour flooded the boiler room, causing about \$8,000 in damage, plus damage to a nearby ground-level unit.
- **Insurance premiums:** In recent years, water leaks in building cold water pipes and chilled water condensation pipes have pushed RHE insurance costs “sky high,” Mr. Myers said. Fortunately, things have been quiet this year. He asked owners and their tenants to report any signs of a leak to Gates Hudson as soon as possible. Before turning on the AC system in the spring, the Board plans to have the condominium association condensate drain pipes in 15 stacks of units hydrojetted to clear potential blockages. This preventive action first was done in August 2022. When the air conditioning system comes on in the spring, unit owners should ensure their unit air handlers drain properly to avoid backups and damage to the owner’s unit and units below, which has happened several times, Mr. Genebroso said.
- **Smoking policy:** In June, the Board adopted a House Rule prohibiting smoking of any kind within individual units, in common areas such as stairwells and laundry rooms, and within 25 feet of RHE buildings. Notices of the new rule were posted above the mailboxes in each stairwell. In preparing the policy, the Board surveyed unit owners last October, contacted other condominium associations, and researched the fire risk of smoking in units, Ms. Righi said. So far, the Board has received little feedback on the policy, Mr. Myers said.
- **Canopy damage:** The Board has solicited proposals to repair the canopies covering the 1300 and 1304 entrances. Both have holes in the underside of the roofs caused by rain leakage.
- **Landscaping:** This year, the rose vines on the courtyard arch looked better than they have in years, blooming nicely in May after a severe trimming several years ago, Mr. Myers said. To protect RHE’s 11 crepe myrtle trees, the Board had its landscape service treat them with a soil drench to protect them from crape myrtle bark scale. The Board is gathering information to determine whether to remove or try to save the tall white oak above the southwest corner of the N. Meade St. parking lot. The tree is afflicted with bleeding canker and ambrosia beetles, according to tree service personnel who have examined it. RHE has been approved to receive a free white Fringetree from the Arlington County Tree Canopy Equity Program. Planting should occur in October or November in the southwest corner of the property near N. Nash St. The Board is looking at proposals to install hedges and a fence to deter frequent trespassing in the same area by neighborhood dog walkers.
- **New signs:** Residents will see new signs. An outdoor sign, readable from N. Meade St., will aid visitors, delivery personnel, and first responders in finding which of the six RHE addresses they seek. Signs in the laundry rooms will apprise residents of the steps to follow when laundry remains after a washing or drying cycle completes or a laundry machine malfunctions.

- **Noise disturbances:** Mr. Myers said residents should remember that they live in a multi-residence building and exercise consideration for their neighbors. A reminder about House Rules on noise disturbances has been posted.
- **Lights out:** Mr. Myers asked residents to report to Mr. Genebroso when they see a hallway or laundry room light out or an outside security light that's not working.
- **Abandoned items at dumpsters:** This continues to be a problem. If an item isn't in a dumpster or recycling bin, the trash service will not remove it, leaving the parking lots with a trashy appearance. It also costs the condominium association extra for the trash service to make a special pickup for abandoned items. In addition, please keep dumpster doors closed to keep rats and raccoons out of the dumpsters.
- **Airbnb prohibition:** Short-term (less than six months) rentals are prohibited by RHE Bylaws and House Rules & Regulations, Mr. Myers noted. In April, the Board's law firm sent a cease-and-desist letter to the owner of a unit advertised on Airbnb.com. "These buildings are our home, they are not a hotel," Mr. Myers stated. Residents observing any suspected Airbnb-type activity should contact the Board or Mr. Genebroso.
- **2024 budget:** Mr. Genebroso recently prepared a draft 2024 budget for the Board but members have not yet reviewed it.

5. Other reports:

- **Gates Hudson Community Management contact information:** Unit owners who need to communicate with Gates Hudson should contact Mr. Genebroso at 703-752-8300 x734, fax 703-876-9594, or e-mail pgenebroso@ghacm.com. Unit owners with questions about payments or their accounts can use the Gates Hudson portal at portal.ghacm.com.
 - **Emergency phone numbers:** For emergencies after 5 p.m. or on weekends and holidays, residents and owners should contact Gates Hudson at 1-888-660-7132 or email Mr. Genebroso at pgenebroso@ghacm.com. For non-emergency problems during weekday business hours, contact Gates Hudson Community Management at 703-752-8300.
 - **Other contact information:** Mr. Myers said he can be reached by e-mail at mikemrhe@yahoo.com or by cell at 703-407-5400 (if sending a text message, identify yourself). The Board's e-mail address (**not** suitable for emergencies) is rosslynheightseast@hotmail.com.
6. **Election:** Two three-year terms on the Board were up for election. Andrea Righi and Allie Ditzel each were nominated; no one else was nominated. Nominations closed and Ms. Righi and Ms. Ditzel were elected by acclamation.

7. Unit owner comments:

- **Stormwater utility fee:** In 2024, Arlington County plans to impose a new fee to fund its Stormwater Management Program. The Board was asked about it but wasn't sure if or how it would affect RHE unit owners. [On Oct. 25, Mr. Genebroso reported that the stormwater utility fee would be reflected in an individual owner's annual real property tax bill. The county stormwater utility fee website says the county plans a flat rate of approximately \$41 – \$45 per year for each unit in condominiums and apartments.]

- **KnoxBoxes:** In August 2022, the Board had four KnoxBoxes installed near the entrance doors to the 1220, 1224, 1300, and 1304 stairwells (the 1222 and 1302 entrances had them since 1991). A unit owner asked whether any KnoxBox had been tampered with. None has been interfered with or used so far. Mr. Hadley said the boxes contain updated information on building access in emergencies; only the Arlington Fire Department has a key to the KnoxBoxes.
- **Duct cleaning:** A unit owner asked if anyone had a trusted vendor to clean the air conditioning ducts in a condominium unit. (No one did.)
- **Meera Genebroso:** She was the previous RHE property manager (and is married to Paul Genebroso). A unit owner praised her for her exceptional help through a trying time involving the death of a family member who owned two RHE units.
- **Water valve replacement:** A plumber who looked under the kitchen sink expressed concern about the pipes, a unit owner said. Mr. Myers noted that many units have a valve in that area that will shut off all tap water flow to the unit, avoiding the need to shut down water service to the entire building to do plumbing work in the unit. If the unit's valve is old, it may need replacement, he said.
- **Air handler advice:** A unit owner who had a new air handler installed recommended that having an extra pan installed under the unit is extremely useful in catching an overflow of condensate water and preventing damage to the floor or the unit below. In one instance, the pan caught six inches of overflow from a clogged drain, the owner said.
- **EV charging stations:** An owner noted that at the 2022 annual meeting, the Board was asked to consider establishing charging ports for electric vehicles. Mr. Hadley said the Board has not pursued the issue in the past year. Mr. Myers said the Board would look into it.